

## TEXAS HAZLEWOOD EXEMPTION ACT

### 1. Required of a Veteran:

- Hazlewood Application** (see page 8)
- DD 214**, Member 4 or Service-2
- VA GI Bill benefits letter of exhaustion** (required ONLY if Veteran served on or after 9/11/2001) (See page 2 for instructions)
- Hazlewood Student Hours** (see page 4 for instructions)
- Draft Candidate Plan of Study** (*signed degree plan*)
  - *Transfer Students* (See page 5 for instructions)
  - *Freshman/Graduate/Post-Bacc/Former UHCL Students* (See page 6 for instructions)
- FINAL STEP** Once you have collected all of the documents listed above, submit them to the VSO

### 2. Required for a Legacy Applicant:

- Hazlewood Application** (see page 8)
- DD 214**, Member 4 or Service-2
- VA GI Bill benefits letter of exhaustion** (required ONLY if Veteran served on or after 9/11/2001) (See page 2 for instructions)
- Childs Birth Certificate or Adoption Documentation**
- Hazlewood Student Hours** (See page 4 for instructions)
- Draft Candidate Plan of Study** (*signed degree plan*)
  - *Transfer Students* (See page 5 for instructions)
  - *Freshman/Graduate/Post-Bacc/Former UHCL Students* (See page 6 for instructions)
- FINAL STEP** Once you have collected all of the documents listed above, submit them to the VSO

### 3. Required for Spouse or Child (of a 100% Disabled Veteran, KIA, MIA):

- Hazlewood Application** (see page 8)
- VA Rating Decision Letter** (if the Veteran is disabled) **Or** letter from VA indicating the Veterans death was service related (if deceased) Or DD 1300 Report of Casualty if the Veteran is deceased (if killed in action)
- Veterans DD 214**, Member 4 or Service-2
- VA GI Bill benefits letter of exhaustion** (required only if Veteran served on or after 9/11/2001)
- Childs Birth Certificate, or Marriage Certificate**, or Adoption Documentation, previous year's IRS tax transcript
- Hazlewood Student Hours** (See page 4 for instructions)
- Draft Candidate Plan of Study** (*signed degree plan*)
  - *Transfer Students* (See page 5 for instructions)
  - *Freshman/Graduate/Post-Bacc/Former UHCL Students* (See page 6 for instructions)
- FINAL STEP** Once you have collected all of the documents listed above, submit them to the VSO

Once you have submitted all documentation, all students must complete the Certification Request Form. This form can be found at [www.uhcl.edu/vso](http://www.uhcl.edu/vso) under the Forms tab.

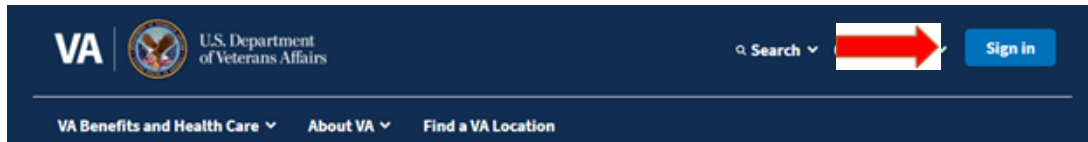
All documents must be in PDF Format. Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted. Cellphone photo's converted to PDF format will not be accepted either.



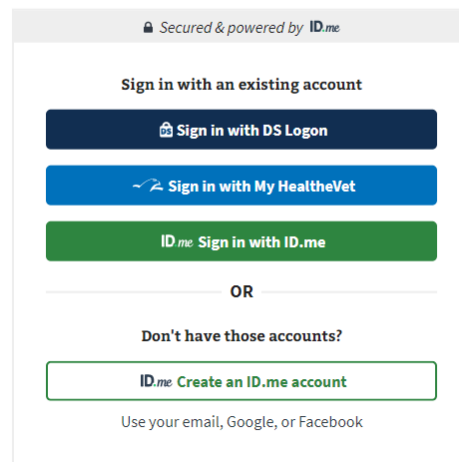
# How to access your Certificate of Eligibility (COE)

Step 1.) Go to [www.va.gov](http://www.va.gov)

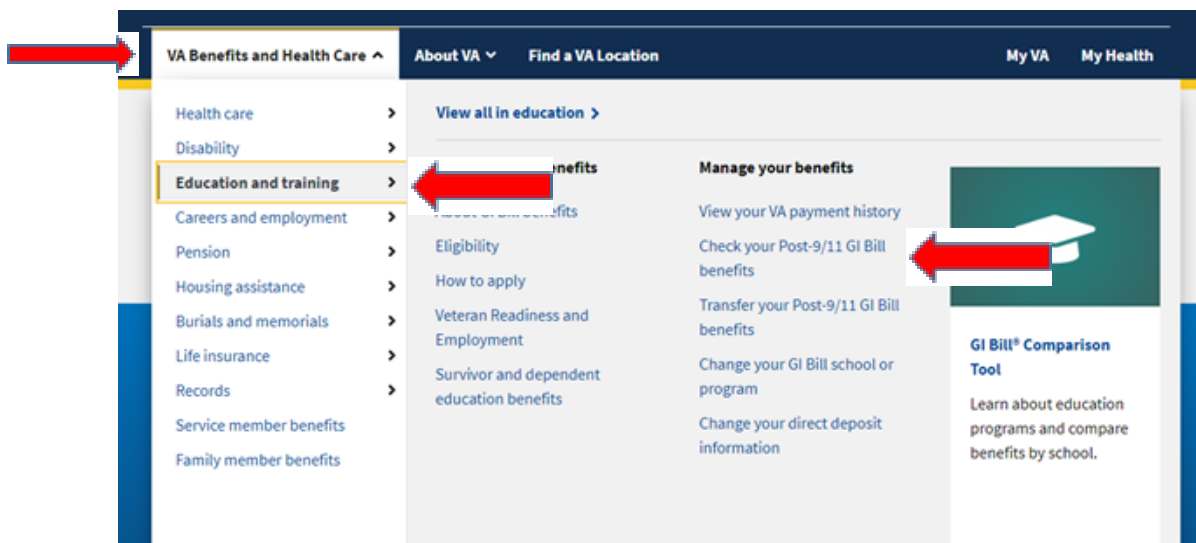
Step 2.) Log into your VA account or Register for an account



## Sign in to VA.gov



Step 3.) Click on Education and training from the VA Benefits and Health Care tab. Select Check your Post-9/11GI Bill benefits.



## Certificate of Eligibility continued.....

Step 4.) Click on Check Your GI Bill Benefits

### Post-9/11 GI Bill Statement of Benefits

If you were awarded Post-9/11 GI Bill education benefits, your GI Bill Statement of Benefits will show you how much of your benefits you've used and how much you have left to use for your education or training. These education benefits can help cover some or all of the costs for school or training. You'll be able to view this benefit statement only if you were awarded education benefits.

[Check Your GI Bill Benefits](#)




**Note:** The tool is available Sunday through Friday, 6:00 a.m. to 10:00 p.m. ET, and Saturday 6:00 a.m. to 7:00 p.m. ET.

Step 5.) Your Post 9-11 information will appear. Print and/or save this page! This will act as your Certificate of Eligibility.

**Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted.  
Cellphone photo's converted to PDF format will not be accepted either.  
All documents must be turned in together, at the same time.**

## How to access your Hazlewood Hours Account

- Step 1.) Make sure you are at a computer that has printing capability
- Step 2.) Go to this website: <https://hazlewood.tvc.texas.gov/students/Account/Login>
- Step 3.) Register for an account of Log In



**Register** **Log in** **Forgot password**

### Login for Veterans and Students

By logging in below to the Hazlewood Student Hours website, I grant permission, for the purpose of tracking the total number of hours for which I receive the Hazlewood exemption, to any educational institution to release current semester and historic credit hour information to the Texas Veterans Commission (TVC) and to the Texas Higher Education Coordinating Board (Board), in accordance with SB 1158, 83rd Texas Legislature, Regular Session, 2013. By logging in below, I further grant permission to the TVC and to the Board to share such data with any educational institution as it pertains to my exemption. If I am a Hazlewood Legacy student, I also grant permission to my Veteran parent to view the hours I have used.

**Before logging in, be sure to have completed registration by having visited the url in your account activation email!**

**Email**

**Password**

Remember me?

**Log in**

Register if you don't have an account.

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Step 4.) Select Veteran Hours and enter your Social Security Number



**Main** **Veteran hours**

### Student Records


Student SSN:  **Find**

Enter 9 digits  
Full Name:  
Date of Birth:  
Total Hours used:

No records found.

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Step 4.) Print this page!



**Main** **Veteran hours** 011711 @bahazulz **Log off**

### Student Records

Student SSN:  **Find**

Full Name:   
Date of Birth:   
Total Hours used: 16

Academic Year	Semester	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of Hours	Institution
2018	Fall	16	0	4085.00	Legacy	University of Houston-Clear Lake (011711)

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# How to Obtain a *Draft* Candidate Plan of Study from the Transfer Advising staff

## (New Transfer Students only)

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

You will receive an email to your personal email from Academic Transfer Advising 3 days after you have been admitted to UHCL which will provide instructions on how to schedule an appointment with a Transfer Advisor using the **Navigate student app** ([www.uhcl.edu/eab](http://www.uhcl.edu/eab))

When making your appointment, inform them that you are a **military connected student and will need a signed degree plan for your major and your desired concentration/specialization/certification if applicable.**



Step 3:

During your advising session, the advisor will review your transfer credits, provide guidance on how they are applying toward your degree requirements, and recommend classes for your first semester. Then they will sign your draft degree plan which is referred to as the Candidate Plan of Study (CPS).  
*(Signed draft degree plans are only authorized for the first semester.)*



Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

**Academic Transfer Advising**  
281-283-3068 | [transfer@uhcl.edu](mailto:transfer@uhcl.edu)  
Student Services & Classroom Building  
(SSCB) 1206

# How to Obtain a Candidate Plan of Study from the College Advisor

**(Freshman/Graduate/Post-Bacc/Former UHCL students)**

Step 1:

Get accepted to UHCL. Welcome Hawk!



Step 2:

**All Undergraduate students:** Download the **Navigate app** ([www.uhcl.edu/eab](http://www.uhcl.edu/eab)), and schedule an appointment with your assigned College Advisor.

**Graduate students:** contact the respective College Advising Office and set up an appointment to meet with an Academic Advisor.

**Note:** *When making your appointment, inform them that you are a **military connected student** and will need a **signed degree plan** for your major and your desired concentration/specialization/certification if applicable.*

Business	Education
281-283-3110	281-283-3600
Human Sciences and Humanities	Science and Engineering
281-283-3333	281-283-3711



Final Step!!

Submit all of the documents on your checklist to the VSO and get certified!

**Be advised that screen shots, cell phone pictures, or JPEGs of documents will not be accepted.**

**Cellphone photo's converted to PDF format will not be accepted either.**

**All documents must be turned in together, at the same time.**